

WBL Portfolio Competition Rubric

Professionalism in Presentation					
Completeness (10 points)	(9-10 points) Points:	(6-8 points) Points:	(3-5 points) Points:	(0-2 points) Points:	Score
	Portfolio contains all of the required materials	Portfolio contains most of the required materials.	Portfolio contains some of the required materials.	Portfolio contains few of the required materials.	
Overall Organization & Polish (10 points)	(9-10 points) Points:	(6-8 points) Points:	(3-5 points) Points:	(0-2 points) Points:	Score
	Logical organization makes portfolio neat, attractive, & highly readable	Mostly free of organizational errors. Mostly polished.	Some regular organizational errors. Needs additional edits for increased polish.	Very unorganized or confusing. Not a polished product ready for publication.	
Overall Mechanics (10 points)	(9-10 points) Points:	(6-8 points) Points:	(3-5 points) Points:	(0-2 points) Points:	Score
	Text is free of grammatical, spelling, logical, formatting, or typing errors. Online portfolio is free of broken links on date of review.	Text is mostly free of grammatical, spelling, logical, formatting, or typing errors. Online portfolio is mostly free of broken links on date of review.	Text contains several and/or major grammatical, spelling, logical, formatting, or typing errors. Online portfolio contains several broken links on date of review.	Numerous grammatical, spelling, logical, formatting, or typing errors hinder comprehension, neatness, access. Online portfolio contains broken links on date of review that hinder access to key content areas.	

Demonstration of Work Ethic & Flexibility					
Artifact(s) (15 points)	(13-15 points) Points:	(8-12 points) Points:	(4-7 points) Points:	(0-3 points) Points:	Score
	Artifact(s) demonstrate mastery in work ethic and flexibility. Artifact(s) are clear, polished, and ready for presentation/publishing.	Artifact(s) requires minor revision to demonstrate proficiency in work ethic and flexibility. Artifact(s) are mostly clear, polished, and ready for presentation/publishing.	Artifact(s) requires several or major revisions to demonstrate proficiency in work ethic and flexibility. Artifact(s) are unclear, unpolished, and require significant revisions before they will be ready for presentation/publishing.	Artifact(s) demonstrating proficiency in work ethic and flexibility are not included or artifacts demonstrate the student's inability to be flexible and have a strong work ethic. Artifact(s) are unclear, unpolished, and requires significant revisions before they will be ready for presentation/publishing.	

Demonstration of Teamwork and Problem Solving

	(13-15 points) Points:	(8-12 points) Points:	(4-7 points) Points:	(0-3 points) Points:	Score
Artifact(s) (15 points)	Artifact(s) demonstrate mastery in teamwork and problem solving. Artifact(s) are clear, polished, and ready for presentation/publishing.	Artifact(s) requires minor revision to demonstrate proficiency in teamwork and problem solving. Artifact(s) are mostly clear, polished, and ready for presentation/publishing.	Artifact(s) requires several or major revisions to demonstrate proficiency in teamwork and problem solving. Artifact(s) are unclear, unpolished, and requires significant revisions before they will be ready for presentation/publishing.	Artifact(s) demonstrating proficiency in teamwork and problem solving are not included or artifacts demonstrate the student's inability to identify and solve a problem and/or work with a team. Demonstrates an unclear understanding of personal role on a team.	

Resume

	(9-10 points) Points:	(6-8 points) Points:	(3-5 points) Points:	(0-2 points) Points:	Score
Resume Style & Appearance (10 points)	Resume is pleasing to the eye (not overcrowded, consistent font styles, etc.) Content is presented in a logical order.	Resume is pleasing to the eye but may need small adjustments. Content is presented in a mostly logical order.	Resume is somewhat unpleasing to the eye (may look crowded or have too many font styles, etc.) Content is presented in a somewhat confusing order.	Resume is unpleasing to the eye. Content is presented in a confusing order.	
Resume Effectiveness (10 points)	Resume demonstrates a very professional appearance, tone, and style. Audience and purpose of the resume are strong and clear. Minimal to no revision necessary.	Resume demonstrates an appropriate appearance, tone, and style. Audience and purpose of the resume are present but could be stronger. Some inconsistencies remain.	Resume demonstrates a less professional appearance, tone, and style. Audience and purpose of the resume are less clear and weak parts remain. Several weaknesses need revision.	Resume does not have a professional appearance, tone, or style. Audience and purpose of the resume are not clear. Much of the resume needs revision.	
Resume Mechanics (10 points)	(9-10 points) Points: Text is free of grammatical, spelling, logical, formatting, or typing errors.	(6-8 points) Points: Text is mostly free of grammatical, spelling, logical, formatting, or typing errors.	(3-5 points) Points: Text contains several and/or major grammatical, spelling, logical, formatting, or typing errors.	(0-2 points) Points: Numerous grammatical, spelling, logical, formatting, or typing errors hinder comprehension, neatness, access.	Score

Cover Letter					
Cover Letter Style & Appearance (10 points)	(9-10 points) Points:	(6-8 points) Points:	(3-5 points) Points:	(0-2 points) Points:	Score
	Cover letter is written in correct business format. Cover is pleasing to the eye (not overcrowded, consistent font styles, etc.) Content is presented in a logical order.	Cover letter includes minor issues with business format. Cover letter is pleasing to the eye but may need small adjustments. Content is presented in a mostly logical order.	Cover letter includes major issues with business format. Cover letter is somewhat unpleasing to the eye (may look crowded or have too many font styles, etc). Content is presented in a somewhat confusing order	Cover letter does not follow business format. Cover letter is unpleasing to the eye. Content is presented in a confusing order.	
Cover Letter Mechanics (10 points)	(9-10 points) Points:	(6-8 points) Points:	(3-5 points) Points:	(0-2 points) Points:	Score
	Text is free of grammatical, spelling, logical, formatting, or typing errors.	Text is mostly free of grammatical, spelling, logical, formatting, or typing errors.	Text contains several and/or major grammatical, spelling, logical, formatting, or typing errors.	Numerous grammatical, spelling, logical, formatting, or typing errors hinder comprehension, neatness, access.	
Cover Letter Content (10 points)	(9-10 points) Points:	(6-8 points) Points:	(3-5 points) Points:	(0-2 points) Points:	Score
	Cover letter includes main components: an attention-grabbing introduction, information about why you are writing, identification of one or two related skills and/or experiences, and a closing. Thoughts are logical and well-organized.	Cover letter includes all of the main components, but may need some edits. Thoughts are mostly logical and well-organized.	Cover letter is missing some of the main components. Cover letter needs some editing for logic and organization of thoughts.	Cover letter lacks most of the main components. Cover letter has no logical flow or organization of thoughts.	

Reflection and Self-Assessment					
Reflection Writing (15 points)	(13-15 points) Points:	(8-12 points) Points:	(4-7 points) Points:	(0-3 points) Points:	Score
	Reflection writing demonstrates insightful observations and clear connections between current experiences and future goals and aspirations. Writing includes specific and convincing examples to support claims.	Reflection writing includes clear connections between current experiences and future goals and aspirations. More insightful observations are missing. Writing includes examples to support claims, but examples could be more specific/convincing.	Reflection writing documents the experience, but does not include introspection and/or connections to future goals and aspirations. Writing may include vague examples to support claims.	Reflection writing is absent or demonstrates little evidence of self-assessment and/or connections to future goals and aspirations. Writing does not provide evidence to support claims.	
Goal Setting (15 points)	(13-15 points) Points:	(8-12 points) Points:	(4-7 points) Points:	(0-3 points) Points:	Score
	Student demonstrates evidence that personal growth goals resulted in measurable professional/personal growth. Goals are specific, measureable, achievable, and realistic/ relevant. Goals demonstrate insightful connection to postsecondary aspirations.	Evidence of personal/ professional growth goals that were developed prior to or during the WBL experience. Goals are mostly specific, measureable, achievable, and realistic/ relevant. Clear connection to postsecondary aspirations.	Some evidence of personal/ professional growth goals developed prior to or during the WBL experience. Goals may be vague, difficult to measure, unachievable, irrelevant, or unrealistic. Goals or connection to postsecondary aspirations may be unclear.	Little to no evidence of personal/ professional growth goals developed prior to or during the WBL experience.	

Overall Strength					
Artifact Choice (10 points)	(9-10 points) Points:	(6-8 points) Points:	(3-5 points) Points:	(0-2 points) Points:	Score
	Compilation of professional-quality artifacts, realistic self-analysis and targeted goal setting to address personal needs for employability skills and career knowledge.	Compilation of professional-quality artifacts, reflection and interpretation of experiences.	Compilation of artifacts primarily relates to the specific job, little focus on the student's career goals.	Compilation of artifacts is haphazard and/or lacks an overall cohesive focus.	
Portfolio Impact (10 points)	(9-10 points) Points:	(6-8 points) Points:	(3-5 points) Points:	(0-2 points) Points:	Score
	Portfolio is a model of mastery.	Portfolio is strong overall, with a need for minor revisions. Artifacts demonstrate student proficiency.	Portfolio needs several or major revisions to strengthen impact.	Portfolio provides little to no evidence of strength. Portfolio is missing several minimum requirements.	
Total Score:					